

To: Colaizzi, Jennifer C.[Colaizzi.Jennifer@epa.gov]; Hull, George[Hull.George@epa.gov]; Loving, Wanda[Loving.Wanda@epa.gov]
Cc: White, Candace[White.Candace@epa.gov]
From: Smith, Roxanne
Sent: Tue 8/18/2015 6:42:14 PM
Subject: RE: DATA CALL: Gold King Mine Release - HQ Personnel Overtime Schdeule

Looping in Wanda.

Roxanne Smith

Principal Deputy Associate Administrator

Office of Public Affairs

U.S. Environmental Protection Agency

202-564-4455

smith.roxanne@epa.gov

From: Colaizzi, Jennifer C.
Sent: Tuesday, August 18, 2015 2:27 PM
To: Smith, Roxanne; Hull, George
Cc: White, Candace
Subject: Fwd: DATA CALL: Gold King Mine Release - HQ Personnel Overtime Schdeule

All:

This is important. The EOC Finance Desk asked for a printed approved overtime request form, which is not in the below chain.

Sent from my iPhone

Begin forwarded message:

From: EOC Documentation <EOC_Documentation@epa.gov>
Date: August 18, 2015 at 1:26:12 PM EDT
To: EOC Finance <EOC_Finance@epa.gov>, "EOC_Manager," <EOC_Manager@epa.gov>, "EOC_Deputy_Manager,"

<EOC_Deputy_Manager@epa.gov>

Subject: DATA CALL: Gold King Mine Release - HQ Personnel Overtime Schdeule

Due by noon, Wednesday, August 19th

OEM management has requested an Overtime Cost Estimate for HQs EOC Personnel working on the Gold King Mine Release incident from August 5 through August 23. The following information is needed to prepare the most accurate cost estimate report. Please provide the following information to the **EOC Documentation Unit** desk by **noon, Wednesday, August 19, 2015**.

- Number of overtime hours worked to date, by calendar date and time;
- Projected number of overtime hours, by calendar date and time; AND
- Do you receive Standby Pay? And if so, were you scheduled to be on call during this timeframe?

Please be reminded that All OVERTIME must be approved by the employee's supervisor using Webforms EPA Form 2560-7. The approved Overtime form should be submitted to the EOC Finance Desk.